

Promotion of Access to Information Act, Act 2 of 2000 (The Act)

Section 51 Manual of STONE STAMCOR (PTY) LTD (Registration number: 1942/015140/07)

1. Contact particulars

Head of business:	W H ACKERMAN	Information officer:	W H ACKERMAN
Postal address:	P O BOX 1352 EDENVALE 1610	Physical address:	4 INGWE ROAD SEBENZA 1609
Telephone number:	011 4521415	Fax number:	011 4521499
E-mail address:	stamcor@global.co.za	Website:	www.stonestamcor.co.za

2. Guide in terms of section 10 of The Act

Any person who wishes to exercise any right contemplated in The Act may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, tel (011) 484-8300, fax (011) 484-7149.

3. Facilitation of a request for access to information

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act. Copies of the prescribed forms to be completed for submitting a request, are available from STONE STAMCOR (PTY) LTD.

4. Information available in terms of other legislation

Information is available in terms of certain provisions of the following legislation:

- 4.1 Companies Act 61 of 1973
- 4.2 Income Tax Act 58 of 1962
- 4.3 Skills Development Levies Act 9 of 1999
- 4.4 Unemployment Insurance Act 30 of 1966
- 4.5 Value Added Tax Act 89 of 1991

5. Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying:

- 5.1 Pamphlets / Brochures
- 5.2 Pricelists
- 5.3 Marketing and promotional material
- 5.4 www.stonestamcor.co.za Website

6. Information available in terms of The Act

The subjects on which the business holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed access to these records and that access to them may or must be refused in accordance with section 62 to 69 of The Act.

6.1 Accounting records

- 6.1.1 Annual financial statements and working papers
- 6.1.2 General ledger
- 6.1.3 Bank statements, cheque books, cheques
- 6.1.4 Deposit slips
- 6.1.5 Cash books and petty cash books
- 6.1.6 Fixed asset register
- 6.1.7 Tax returns and assessments
- 6.1.8 VAT returns
- 6.1.9 Auditor's reports
- 6.1.10 Inventory records

6.2 Information Technology

- 6.2.1 Hardware
- 6.2.2 Licenses
- 6.2.3 LAN Installations
- 6.2.4 Software packages
- 6.2.5 Telephone lines, leased lines and data lines

6.3 Personnel Records

- 6.3.1 Employee information records
- 6.3.2 Employment contracts
- 6.3.3 Employment equity plan
- 6.3.4 IRP 5 and IT 3 certificates
- 6.3.5 Leave applications
- 6.3.6 Payroll
- 6.3.7 Personnel file
- 6.3.8 Salary slips and wage records
- 6.3.9 UIF, PAYE and SDL returns
- 6.3.10 Workmen's Compensation documents

6.4 Statutory Company Records

- 6.4.1 Certificate of Incorporation
- 6.4.2 Certificate to Commence Business
- 6.4.3 Directors' attendance register
- 6.4.4 Index of Members
- 6.4.5 Memorandum and Articles of Association
- 6.4.6 Minutes of shareholders' meetings
- 6.4.7 Minutes of directors' meetings
- 6.4.8 Other minute books
- 6.4.9 Register of directors and officers
- 6.4.10 Register of directors' shareholding

7. Requesting procedures

A person who wants access to the records must complete the necessary request form, that is available at the offices of STONE STAMCOR (PTY) LTD, or can be accessed on www.sahrc.org.za. The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Information Officer.

8. Availability of the Manual

Copies of this manual are available for inspection, free of charge, at the offices of STONE STAMCOR (PTY) LTD, from the South African Human Rights Commission, from the Government Printer and at www.stonestamcor.co.za.